

Club Reviews Applications.

Role description, person specification and application form are available online to applicants.

Applicants complete and return the application forms.

Details of any advertised posts include reference to the position including regulated work with children and protected adults.

Applicant is considered for interview.

Applicant is not considered for interview and

application is taken no further.

If unsuccessful at interview, application is taken no further.

Applicant is interviewed.

**Yes**

Still suitable?

**NO**

If successful, references

from appropriate referees are obtained.

Applicant sent, completes and returns PVG Scheme Record/Scheme Record Update Form then forwarded to Disclosure Scotland and completes and returns Self-declaration form.

Individual appointed on receipt of

satisfactory Scheme Record/Scheme Record Update, self-declaration and references.

Follow Procedure for Responding to Concerns about the Conduct of an Adult.

Ongoing suitability and risk assessment of any new vetting information.

Induction, training, probation and monitoring/appraisal provided for member of staff or volunteer.

If recommendation reached is not to appoint, risk assessment explained to individual and no appointment made.

Applicant accepts post in writing including sign up to Safeguarding Policy, Code of Conduct and Fair Processing Notice Form.

If satisfactory recommendation reached

If information is received via PVG scheme record that needs risk assessed, Board of Trustees will meet and recommendation made.

1